

# EEOP Short Form



Thu Jun 20 13:31:27 EDT 2013

## Step 1: Introductory Information

Grant Title:	Juvenile Accountability Block Grant	Grant Number:	BSCC 174-12
Grantee Name:	County of Tulare Probation Department	Award Amount:	\$34,563.00
Grantee Type:	State Government Agency		
Address:	221 South Mooney Blvd., RM 206 Visalia, California 93291		
Contact Person:	Gina Rizza	Telephone#:	559-713-2761
Contact Address:	221 South Mooney Blvd., RM 206 Visalia, California 93291		
DOJ Grant Manager:	Colleen Stoner	DOJ Telephone #:	916-322-8081

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Grant Title:	OVWSAFE	Grant Number:	WE-AX-0015
Grantee Name:	Tulare County Probation Department	Award Amount:	\$128,759.00
Grantee Type:	State Government Agency		
Address:	221 S. Mooney Blvd., RM 206 Visalia, California 93291		
Contact Person:	Gina Rizza	Telephone#:	559-713-2761
Contact Address:	221 S. Mooney Blvd., RM 206 Visalia, California 93291		
State Granting Agency:	Tulare County Sheriff Office	Grant Number:	WE-AX-0015
Contact Name:	Mike Bowen		
Contact Address:	2404 W. Burrel Visalia, California 93291		
Telephone#:	559-636-4645		

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Grant Title:	Bulletproof Vest Partnership FY 2012	Grant Number:	1121-0235
Grantee Name:	County of Tulare Probation Department	Award Amount:	\$2,863.00
Grantee Type:	State Government Agency		

**Address:** 221 South Mooney Blvd., RM 206  
Visalia, California  
93291

**Contact Person:** Gina Rizza

**Telephone #:** 559-713-2761

**Contact Address:** 221 South Mooney Blvd., RM 206  
Visalia, California  
93291

**OOJ Grant Manager:** Bureau of Justice Assistance

**OOJ Telephone#:** 877-758-3787

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### **Policy Statement:**

Tulare County, as part of its continuing affirmative action efforts, and pursuant to the guidelines on discrimination issued by the Equal Employment Opportunity Commission, the Department of Fair Employment and Housing, and/or the Labor Commissioner, fully supports efforts to protect and safeguard the rights and opportunities of all people to seek, obtain and hold employment without discrimination or sexual harassment. It is the policy of Tulare County that all applicants and employees are entitled to a work environment that is free from unlawful discrimination and to provide reasonable accommodation to qualified employees with physical and/or mental disabilities.

Discrimination and sexual harassment are violations of Labor Code section 1102, Title VII of the Civil Rights Act of 1964 and Gov. Code Sect. 12941 of et.seq.. It is against the policies of the County for any employee, male or female, to discriminate against or sexually harass another employee.

## Step 4b: Narrative Underutilization Analysis

The Tulare County Probation Department (Department) is a division of the County of Tulare government. The County of Tulare had imposed a hiring freeze as a result of decreased state and federal revenues due to an economic downturn that was predominant during the time period 2008 through 2011. An improved economy has led to the reversal of the hiring freeze. The Department experienced high staff turnover prior to the economic downturn; however, staff turnover has since somewhat stabilized with some residual spurts in openings of varied positions in the department. The Department reviewed the Utilization Analysis and noted:

1. White males are underutilized in the Protective Services: Sworn Officials, which include Division Manager and Supervising Probation Officer;
  2. Hispanic males are underutilized in the Protective Services: Sworn Officials, which include Division Manager and Supervising Probation Officer;
  3. White females are underutilized in the Protective Services: Sworn Patrol Officer, which include Deputy Probation Officer.
- Actual numbers of employees in some job categories make it difficult to draw reliable conclusions because, for example, the overall low number of employees who fall into certain categories, which don't accurately reflect the actual composition of the Department. Additionally, several categories mandate a four year college degree; the college educated population in Tulare County is low, with only about 14% of the population who have attained this level of education.

## Step 5 & 6: Objectives and Steps

### 1. Address underutilization of White males in the Protective Services: Sworn Officials

- a. Include pictures of staff in the Department's promotional pamphlet; include pictures of underutilized employees.

Send email notifications to probation staff to inform them of and to encourage them to apply for promotional-type job openings; focus these efforts on highly underutilized categories like Supervising Probation Officer and/or Deputy Probation Officer III.

Hold quarterly meetings with lead (Deputy Probation Officers III) officers to convey current department objectives/strategic plan, which can encourage "buy-in" and allow the lead officer to assist in a supervisory role, which will increase their likelihood of promoting to a Supervising Probation Officer.

### 2. Address underutilization of Hispanic males in the Protective Services: Sworn Officials

- a. Include pictures of staff in the Department's promotional pamphlet; include pictures of underutilized employees.

Send email notifications to probation staff to inform them of and to encourage them to apply for promotional-type job openings; focus these efforts on highly underutilized categories like Supervising Probation Officer and/or Deputy Probation Officer III.

Hold quarterly meetings with lead (Deputy Probation Officers III) officers to convey current department objectives/strategic plan, which can encourage "buy-in" and allow the lead officer to assist in a supervisory role, which will increase their likelihood of promoting to a Supervising Probation Officer.

### 3. Address underutilization of White females in the Protective Services: Sworn Patrol Officers

- a. Include pictures of staff in the Department's promotional pamphlet; include pictures of underutilized employees.

Have an armed female officer in uniform participate in department Job Fair events and at other department presentations to serve as a mentor and positive role model to females to promote Probation as a career.

Include and describe CORE training, with an emphasis on yearly defense and weapons training hours, in the Department's promotional pamphlet.

## Step 7a: Internal Dissemination

1. The Probation Department will post a PDF file of the EEOP Short Form on its Intranet website.
2. The Probation Department will keep a copy of the EEOP Short Form in the reception areas of its main offices.
3. The Probation Department will include a written notice in the standard County Employee Handbook explaining how employees may obtain the EEOP Short Form from the U.S. Department of Justice, Office of Civil Rights.
4. Within 30 days of receiving notification of approval of the Probation Departments EEOP Short Form from the U.S. Department of Justice, Office of Civil Rights, send email to all employees to inform them of how to obtain a copy of the EEOP Short Form.
5. Within 30 days of receiving notification of approval of the Probation Department(s) EEOP Short Form from the U.S. Department of Justice, Office of Civil Rights, will post a written notice on bulletin boards located within Probation Department Offices to inform employees on how they can obtain a copy of the EEOP Short Form.

### **Step 7b: External Dissemination**

1. The Probation Department will post a PDF file of the EEOP Short Form on its public website so that any person may access and print it.
2. The Probation Department will send 16 bound copies of the EEOP Short Form to the County Public Library so that copies may be put on display in the main Library's periodical reading room and in the reading rooms of each of the 15 neighborhood libraries located throughout the County.

Utilization Analysis Chart  
Relevant Labor Market: Tulare County, California

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Officials/Administrators														
Workforce #/%	01	0/	0/	0/	0/	01	0/	0/	0/	0/	01	01	0f	0f
CLS#/%	7,465/47%	2,515/16%	6010%	60/0%	260/2%	10/0%	200/1%	3,730/23%	1,435/9%	65/0%	25/0%	105/1%	0/0%	100/1%
Utilization #/%														
Professionals														
Workforce #/%	0/	0f	01	01	0/	01	0f	01	0/	0/	0f	0/	01	0/
CLS#/%	5170129%	1,355/8%	80/0%	35/0%	350/2%	010%	105/1%	7 535/43%	2,530/14%	105/1%	55/0%	245/1%	4/0%	140/1%
Utilization #1%														
Technicians														
Workforce #/%	0f	0J	0/	0/	0/	0/	0/	0f	01	0/	0/	0/	01	01
CLS#/%	550/19%	440/15%	410%	4/0%	55/2%	15/1%	15/1%	1,080/37%	510/18%	20/1%	55/2%	135/5%	4/0%	15/1%
Utilization #/%														
Protective Services: Sworn-Officials														
Workforce #1%	21/16%	22/16%	1/1%	0/0o/o	1/1o/o	010%	0/0%	52/39%	32124%	2/1%	0/0%	211%	1/1%	0/0o/o
CLS#/%	1,720151%	1,005/30%	85/3%	40/1%	30/1%	010%	35/1%	225/7%	190/6%	20/1%	410%	0/0%	0/0%	15/0o/o
Utilization #/%	-35%	-13%	9%	-1%	-0%	0%	-1%	32%	18%	1%	-0%	1%	1%	-0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	45/22%	53126%	10/5%	0/0o/o	6/3%		0/0%	23/11%	61/30%	2/1%	0/0%	2/1%	0/0%	0/0%
Civilian Labor Force #/%	3 895123%	3,630/21%	140/1%	85/1%	25512%	15/0%	130/1%	4,040124%	4,085/24%	175/1%	130/1%	220/1%	4/0%	190/1%
Utilization #/%	-1%	5%	4%	-1%	1%	-0%	-1%	-12%	6%	-0%	-1%	-0%	-0%	-1%
Protective Services: Non-sworn														
Workforce #/%	0/	0/	01	01	01	0/	01	01	0/	0/	01	0/	0/	0J
CLS#/%	50/54%	819%	0/0%	010%	010%	0/0%	010%	30/33%	414%	0/0%	0/0%	010%	0/0%	0/0%
Utilization #/%														
Administrative Suooort														

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	01	0/	0/	0/	0/	0/	0/
CLS #1"/o	5,020f16%	3,400f11%	120/0%	60f0%	345/1%	010%	130f0%	12,360/39%	8,470/27%	380/1%	185/1%	530/2%	2010%	28511%
Utilization #/%														
Skilled Craft														
Workforce #/%	0/	01	0f	0/	0J	01	0/	01	0/	0/	0/	01	01	0/
CLS #1"/o	6,435f52%	4,675f138%	85/1%	110/1%	16511%	4/0%	95/1%	495f4%	255/2%	0f0%	15/0%	90/1%	0/0%	10f0%
Utilization #1%														
Service Maintenance														
Workforce #1%	0f	0f	.0f	0f	0f	0f	0f	0/	0f	0f	01	0f	01	0f
CLS #/%	11,160/17 o/o	28,360/143 %	43511%	245/0%	1,035/2%	20/0%	445/1%	7,030/111%	15,225/23 %	37511%	14510%	805/1%	1510%	275/0%
Utilization #/%														

### Significant Underutilization Chart

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Protective Services: Sworn-Officials														
Protective Services: Sworn-Patrol Officers														

# Law Enforcement Category Rank Chart

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Officials/Administrators														
Workforce #/%	010%	0/0%	010%	0/0%	0/0%	0/0%	010%	2/100%	0/0%	0/0%	010%	010%	0/0%	0/0%
Service/Maintenance														
Workforce #/%	1/8%	5/42%	010%	0/0%	0/0%	010%	0/0%	1/8%	5/42%	0/0%	0/0%	0/0%	0/0%	0/0%
Administrative Su														
Workforce #/%	319%	113%	113%	0/0%	0/0%	010%	0/0%	14/40%	15/43%	1/3%	0/0%	0/0%	0/0%	0/0%
Protective Services:Non-Sworn														
Workforce #/%	3/14%	7/33%	0/0%	0/0%	0/0%	0/0%	0/0%	6/29%	4/19%	0/0%	010%	0/0%	1/5%	0/0%
Protective Services:Sworn Officials														
Workforce #/%	12129%	8/20%	0/0%	0/2%	112%	0	010%	17/41%	317%	0/0%	010%	0/0%	0/0%	0/0%
Professionals														
Workforce #1%	1/8%	0/0%	0/0%	0/0%	0/0%	010%	010%	8162%	2/15%	0/0%	0/0%	211%	0/0%	0/0%
Technicians														
Workforce #/%		1110%	0/0%	0/0%	0/0%	0/0%	0/0%	4/40%	3/30%	1110%	0/0%	0/0%	0/0%	0/0%
Protective Services:Sworn-Patrol Officers														
Workforce #/%	45/22%	53/26%	10/5%	013%	6/3%	0/0%	0/0%	23/11%	61130%	2/1%	010%	2/1%	0/0%	0/0%

I understand the regulatory obligation under 28 C.F.R. § 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEOP Short Form.

I have reviewed the foregoing EEOP Short Form and certify the accuracy of the reported workforce data and our organization's employment policies.

 Asst. Chief P.D. 6/20/13  
[signature] [title] [date]